

ORDER FORM FOR STATE AGENCY RECORDS RETENTION SCHEDULES & REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL FORM

The State of New Jersey's Division of Archives & Records Management (DARM), located within the Department of State, is responsible for providing assistance to state and municipal agencies in the field of records management. The Bureau of Records Management's Records Analysts place all public records on Records Retention Schedules that list the minimum legal and fiscal time periods they must be retained by state and local governmental and educational agencies. Working with personnel from the records-creating agency, the Analysts determine these retention periods in conformance with state and federal codes, regulations, and statutes of limitation. Final approval of the schedules comes from the State Records Committee (SRC), which is comprised of representatives of the Attorney General, State Treasurer, State Auditor, Director of Local Government Services, and the Director of DARM.

To acquire state agency record retention schedules complete this form, checking the box next to the appropriate records agency and return it to the above address. The General Schedule for State Agencies, Authorities, & Commissions is available in PDF format @ www.state.nj.us/state/darm/links/retention.html.

- | | | |
|---|--|---|
| <input type="checkbox"/> Office of the Governor | <input type="checkbox"/> Environmental Protection | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Health | <input type="checkbox"/> State |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Human Services | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Commerce | <input type="checkbox"/> Insurance | <input type="checkbox"/> Treasury |
| <input type="checkbox"/> Community Affairs | <input type="checkbox"/> Labor | Former Departments of: |
| <input type="checkbox"/> Corrections | <input type="checkbox"/> Law & Public Safety | <input type="checkbox"/> Energy |
| <input type="checkbox"/> Education | <input type="checkbox"/> Military & Veterans Affairs | <input type="checkbox"/> Higher Education |
| <input type="checkbox"/> Other (please describe): _____ | | <input type="checkbox"/> Public Advocate |

To obtain disposal authorization for records whose retention periods have expired in accordance with the current retention schedules, a **Request and Authorization for Records Disposal** form must be submitted to the Bureau. The official custodian, and when necessary, the local auditor, must sign the form prior to its submission to the Bureau. After the information has been verified, the Division Director, as Secretary to the SRC, authorizes the destruction request confirming that the records satisfy the established retention periods; the form is then returned to the local agency for final disposition and signature. To receive a supply of these form check the box below and return this form to the above address.

☐ Request and Authorization for Records Disposal Forms

Name: _____

Agency: _____

Phone #: _____

Address: _____

City: _____ State: _____ Zip Code: _____